

Tips for Filling Out Adobe Acrobat Fillable Forms

- 1. Once you open this document, tab to the first fillable field. Some documents only have a few of these fields. So tabbing through may make you jump quite a few pages.**
- 2. All check boxes are fully functional.**
- 3. Once you are done filling in the needed information, you need to print off the document, sign and date it in the appropriate boxes, and send it to IHFA.**

Please Note: You will **not** be able to save this form with your data unless you have the full version of Adobe Acrobat, not just the Adobe Acrobat Reader. It is unfortunately a drawback to this software, and it is why you will only see this capability on smaller forms. Make sure you print a copy for your records.



Online Payoff Request

Please fax request to 317-232-7778

IHFA DOES NOT SUBORDINATE

Please note that all payoff requests will be processed within 48 business hours of receipt. If a payoff request is received AFTER noon on a business day, it will be processed on the next business day. Please plan accordingly.

Date		Closing Date	
Borrower Name		Social Security No.	
Co-Borrower Name		Social Security No.	
Property Address			
City, Zip Code		County	

Payoff requirements for **REFINANCE**

- 1. Borrower's Authorization signed**
- 2. Copy of the Title Commitment**

Payoff requirements for **SALE**

- 1. Borrower's Authorization signed**
- 2. Copy of the Title Commitment**
- 3. Completed worked up HUD-1 with the IHFA portion blank**
- 4. Copy of the 1st Mortgage Payoff**

Attention:	Phone Number for Requestor:
Email address:	Fax Number for Payoff:

(You must have **Excel** to open an Emailed payoff)

Would you like a **NO PAYMENT LETTER** with the payoff? Yes No

For IHFA use only

DPA Amount _____ Closing Date _____ IHFA No _____ HUD Id # _____